

**CLASS TITLE: ADMINISTRATOR OF PHARMACY SERVICES
AND MATERIALS MANAGEMENT**

Class Code: 02781600

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for planning, coordinating, organizing, inspecting and administering a comprehensive program of pharmacy services for state hospitals, clinics, and community mental health centers; to be responsible for the operation of a central pharmacy to supply the state's pharmacies and agencies with medication and medical and surgical supplies; to be responsible for developing, directing and managing the Eleanor Slater Hospital's Pharmacy Services in accordance with the policies and objectives adopted by the hospital and consistent with accreditation, legal and regulatory requirements, and within the bounds of professional judgement; to be responsible for coordinating the management of materials and supplies utilized in the operating of a multi-institutional hospital system; to be responsible for the coordination of the purchasing process utilized for the procurement of materials and supplies in a multi-institutional hospital system; to be responsible for the preparation and implementation of a budget process; to be responsible for authorization of payment for medication and supplies purchased from national manufacturers; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior; work is subject to administrative approval but retains full responsibility for the performance of work in accordance with requirements of the pharmacist profession.

SUPERVISION EXERCISED: Plans, coordinates, organizes, inspects and reviews the work of a professional, technical and clerical staff engaged in providing pharmacy services.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, coordinating, organizing, inspecting and administering a comprehensive program of services for state hospitals, health facilities, clinics, community mental health centers and other agencies.

To be responsible for developing, establishing and implementing policies, procedures and programs relating to pharmacy services within the Department of Mental Health, Retardation and Hospitals (MHRH).

To be responsible for the preparation of a budget for the operation of a comprehensive program of pharmacy services, including implementation and accountability.

To be responsible for authorization of payments for purchase of medication from national manufacturers.

To ensure that pharmacy services complies with Joint Commission on Accreditation of Healthcare Organization (JCAHO) standards for accreditation and relevant federal and state laws.

To be responsible for coordinating the distribution and dispensing of medications utilized in clinical trials in compliance with established research protocols and Food and Drug Administration requirements.

To be responsible for the operation of a central pharmacy to supply the state's institutional pharmacies and agencies and community mental health center clinics with medication and medical/surgical supplies.

To be responsible for actively participating in an institutional review board for the purpose of approving research projects.

To serve on a variety of hospital committees; to be responsible for participating in the Pharmacy and Therapeutics committee and the Medical/Surgical Equipment Committee in order to establish a formulary of medication and to review medical/surgical supplies for acceptability.

To be responsible for the implementation of medication reviews in order to comply with standards of accreditation.

To be responsible for coordinating the purchasing process for the multi-institutional system of the Eleanor Slater Hospital.

To be responsible for the efficient use of all-disposable and non-disposable medical surgical products and equipment.

To be responsible for reviewing and evaluating products utilized in all patient care areas within the multi-institutional system.

To establish systems for the efficient use of materials within the Eleanor Slater Hospital System.

To be responsible for developing, directing and managing the Eleanor Slater Hospital's Pharmacy Services in accordance with the policies and objectives adopted by the hospital and consistent with accreditation, legal and regulatory requirements.

To be responsible for researching, planning, drafting, recommending and implementing economical, efficient and safe methods of distribution of medication and medical and surgical supplies.

To participate in the process of purchasing medication and medical supplies for patient use by providing the professional knowledge and expertise and by establishing standards required by the Division of Purchasing.

To develop guidelines to regulate the procedure by which medical sales representatives disseminate information on their company's products to physicians and nursing personnel within the Department.

To review university-oriented programs dealing in the pharmacy area and to coordinate these programs with departmental functions.

To be responsible for implementing a system of control and accountability of medication distributed within a comprehensive pharmacy service program.

To update and maintain the formulary system utilized by all pharmacies in the department.

To be responsible for insuring that pharmacy personnel, physicians and other members of the department's patient care teams are provided with pertinent and current medical information relating to pharmacy services and medications.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of professional pharmacy; a thorough knowledge of the principles, methods and procedures used in administering a comprehensive program of pharmacy services and the ability to plan, coordinate, organize, inspect and administer such a program; a thorough knowledge of the nature, composition and uses of the more common drugs; a thorough knowledge of the federal, state and professional regulations, standards, codes and accreditation requirements pertaining to the proper delivery of pharmaceutical services; a thorough knowledge of current developments in the area of medical information relating to pharmacy services, and the ability to transmit this information to subordinates and medical personnel; a thorough knowledge of the practices utilized in the distribution and management of materials and supplies as well as the process utilized to purchase products necessary for the operation of a multi-institutional hospital system; a working knowledge of the various elements of the market for sale and purchase of medications and medical supplies; the ability to establish and maintain a medication inventory in order to insure accountability and control; the ability to estimate future pharmaceutical needs; the ability to deal tactfully with the public, medical sales representatives and with medical, nursing and administrative staffs; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a master's degree in pharmacy sciences from an accredited school of pharmacy; and

Experience: Such as may have been gained through: extensive employment in a responsible administrative position involving the direction of a staff engaged in providing pharmacy services and the administration of a program with the responsibility of purchasing and inventory control of a large pharmaceutical inventory.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Registration in pharmacy in Rhode Island; must maintain licensure, certification or registration as a condition of employment.

Class Created: November 27, 1994

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